

CDBG Policy Committee Meeting

August 28, 2007

MINUTES

Present:

Jerry McNeely, Councilmember; Grand County – Southeastern Utah Association of Local Governments (SEUALG)

McKay Willis, Mayor; Laketown – Bear River Association of Governments (BRAG)

Lynette Stephens, Councilmember, Morgan County – Wasatch Front Regional Council (WFRC)

Kathleen Cooper, Mayor; Myton City – Uintah Basin Association of Governments (UBAG - Alternate Member)

Constance Robinson, Mayor; Town of Paragonah – Five County Association of Governments (FCAOG)

Lewis Marchant, Mayor; Kamas City – Mountainland Association of Governments (MAG)

Excused:

Chesley Christensen, Mayor, Mt. Pleasant – SCAOG

Russ Cowan, Mayor, Roosevelt City - UBAG

AOG Staff:

Ken Sizemore, Five County; Roger Jones, Bear River; Heidi DeMarco, Mountainland; Diane

Lamoreaux, Five County; LaNiece Dustman, Wasatch Front; Cody Christensen, Uintah Basin; Debbie

Hatt, Southeastern Utah; Penny Fuellenbach, Six County

DCC Staff:

Gordon Walker, Keith Heaton, Glenna Matekel, Cheryl Elliott, Bruce Young, Patsy Ortega and Julie Tuimauga

HUD Staff:

Kelly Jorgensen

WELCOME/INTRODUCTIONS, Jerry McNeely: The meeting was held at the Department of Community and Culture, Conference Room 501, 324 South State Street, #500 in Salt Lake City. The meeting started at approximately 1:00 p.m. Councilmember Jerry McNeely conducted the meeting in the absence of Mayor Chesley Christensen who was excused from the meeting. Mayor Russ Cowan was also excused from the meeting. The minutes from the retreat on June 12 were accepted as written.

Motion: Mayor McKay Willis made a motion to accept the minutes as written. Mayor Lewis Marchant seconded the motion and the motion carried.

2. CDBG PROGRAM INFORMATION/NEWS; Glenna Matekel: The National Line bulletin reported that on July 24, the House passed the funding bill for HUD; vote was 258-53. The funding was passed for \$4.1 billion which is a \$225 million increase from last year and \$1 billion more than what the Administration proposed.

COSCD A does not support the revised CDBG formula and is working with GAO (General Accounting Office). COSCD A had scheduled a meeting in mid-August to meet with the Task Force. The proposed increase in inflation from the Administration is 3 percent while both the House and Senate proposed a 6 to 8 percent increase.

The annual Western States CDBG Conference which is typically held every summer had been postponed.

3. CONSOLIDATED PLAN UPDATE; Keith Heaton: This year the state office hired Tightline Community Resources (TCR) to help with compiling the consolidated plan. To date TCR had provided three trainings to the state and AOG staff. The current focus of the plan is on distressed communities and this could possibly be a two year emphasis.

The consolidated plan draft is due on November 30; the final draft is due in mid-December while the state plan is due to HUD in February 2008. The five year plan is currently in the third year and is being updated through the one year action plan.

An opportunity was given to the AOG staff to report where they were with the consolidated plan update. Each AOG was at a different stage with data collection and criteria development to identify distressed communities. The AOG staff reported that they were working to reformat the plan to fit the outline provided by TCR. There was positive feedback on the meetings already conducted by TCR but there was also regret that dialogue did not start earlier in the year.

TCR's contract ends on October 30, 2007 but the state and the AOGs will move forward together to accomplish required benchmarks for the consolidated plan.

4. "HOW-TO-APPLY" Workshops; Julie Tuimauga: All workshops throughout the seven regions are scheduled in the month of September and October. These workshops are conducted by the AOG staff but state staff will be attending.

The "How-To-Apply" workshops are mandatory for anyone who wishes to receive CDBG money. Also those who are interested need to attend the workshops in their respective areas because of the different requirements for the rating and ranking criteria from region to region. If there is anybody who cannot attend their region's workshop, prior arrangements must be made with another region to attend.

5. 2008 APPLICATION POLICIES & PROCEDURES; Cheryl Elliott: The draft of the *2008 CDBG Application Policies & Procedure* was distributed to everyone for the policy committee's approval. Cheryl discussed some of the chapters of the manual which had been recently updated. Chapter II was revised for funding for the upcoming funding year. Appendix A which is the application for CDBG funds had been completely changed with the new webgrants system introduced by the Division of Housing & Community Development to manage contracts.

Cheryl advised everyone that a separate training would be conducted in early to mid-November to demonstrate how the webgrants system works for the grantees. She also stressed the importance of listing valid E-mail addresses for those attending the "How-To-Apply" workshops when they sign in; this would help state staff contact prospective grantees with information on the training.

The policy committee voted to accept the changes to the Application Policies & Procedures for 2008.

Motion: Mayor Lewis Marchant made a motion to accept the 2008 CDBG Application Policies & Procedures. Councilmember Lynette Stephens seconded the motion and the motion carried.

6. PILOT PROJECT PLAN; Keith Heaton: Keith again explained the pilot project proposal presented at the retreat in June. The funding for this pilot project would come off the top of the total

allocation from HUD. All funds would be invested in eligible cities and towns in the state's Small Cities CDBG program. He made it clear again that the policy committee would be the governing body to choose what project would be funded.

All members of the policy committee voted against the idea of a pilot project.

Motion: Mayor Kathleen Cooper made a motion to deny the request by state staff to set a side funding for pilot project. Mayor Constance Robinson seconded the motion and the motion carried.

7. TWO MEETING A YEAR PROPOSAL; Glenna Matekel: The policy committee members were presented with a proposal to hold two meetings a year versus three meetings. Both the pros and setbacks of holding only two meetings were discussed. After much dialogue, it was decided that the number of meetings for the policy committee would be determined by the state staff.

8. OTHER BUSINESS: Bear River AOG, Six County AOG, Wasatch Front and Five County AOG need to submit names for proposed appointments for the policy committee for the new calendar year starting January 2008. The terms for their current members will expire on December 31, 2007.

9. NEXT MEETING DATE/ADJOURN: The policy committee meets again on February 26, 2008 at the division of Housing & Community Development in Salt Lake City. With no further items of discussion, the meeting ended at approximately 3:00 p.m.